

Capability Statement

A guide to our structure and experience



The DOI Group has a wealth of expertise with experience, long established and proven

Our clients agree

AON

Arqiva

Barclays

Ceridian Centrefile

CERT Octivian

Fujitsu Siemens

Jardine Lloyd Thompson

JP Morgan Chase Bank

Riverstone

St Pauls Travellers

WS Atkins Facilities Management

and many more

rely on us in

Greater London
and
Nationwide

One team for Design, Project Management, Contracts, Furniture and Maintenance

The DOI Group comprises of speciality divisions, each expert in their chosen fields. These come together seamlessly to bring you a fully integrated support structure that enables your business to function in today's fast moving business world.

We take time to get to know you, the way you work, we embrace your vision of your future and endeavour to bring you the most creative ideas, most cost effective planning, and the highest standards of work.

CONTRACTS

Award Winning Industry Leaders Delivering Outstanding Performance

Offering a comprehensive range of services that include full contractual from demolition to decorative finishes plus the supply and installation of office furniture, seating, storage and accessories. Whether you are contemplating moving office or renovating existing facilities, your dedicated project manager and team will guide you through planning, cost effective options and deliver on time and on budget.

DESIGN

Creating Bespoke Solutions That Work For You

Our philosophy is 'good design is good business'. Getting the best from your employees and staff involves designing modern workplace environments. We study the way you work to create the best workflow systems integrating new technologies and contemporary styling with interior design and space planning.

OFFICE FURNITURE

Quality Desking, Seating & Storage Solutions For The Modern Office

We can furnish your office with the latest in furniture technology, from affordable basic requirements to luxury bespoke items. Our buying power enables us to leverage the most cost effective supplies from all the leading industry manufacturers. Our service is fully comprehensive covering all aspects of occupational Health & Safety.

MAINTENANCE

Pay-As-You-Need Support Services Unmatched Value

Whether you need a lamp changing, a new castor on your chair, an office rebuilt, or your premises have been attacked. Our 'Pay-As-You-Need' service means no expensive annual contracts. With a simple agreement our nationwide teams standby 24/7, ready for your call. You only pay for what you need at a prearranged rate.

HEALTH & SAFETY

Protecting You, Your Company & Staff From The Dangers Of The Workplace

All the Directors and Management of a company can be held personally liable if something goes wrong. Working closely with you, we advise on how to minimise days lost to illness and injury. In an environment of increasing regulatory and legislative burdens, we will manage your compliance with the latest health and safety regulations.

Demolitions
Hazardous Materials
Brickwork
Plastering & Rendering
Plumbing
Decoration

Partitioning
Folding Walls
Room Dividers
Screens
Soundproofing

Lighting
Electrical
Data & Voice Cabling

Air Conditioning/Fans
Dehumidifiers & Humidifiers
Antistatic

Suspended Ceilings
Windows
Blinds, Films & Curtains

Raised & Access Flooring
Floor Finishes

FULLY LICENSED

The DOI Group is fully licensed and registered with all relevant UK Government and regulatory bodies to ensure you are fully protected.

We hold an...



Controlled Waste Carriers Licence

Hazardous Waste Licence

Renovation or Relocation?

Leave everything to your DOI Contracts Manager and you will find your project, well planned, scheduled and completed on-time and on-budget.

Our Contracts Teams have a wealth of expertise in all aspects of office moves or refurbishment work.

When you are considering any type of alteration to your existing or prospective new facilities, our Contracts Managers can either become your 'in-house' team or work closely with your own management team to develop and execute the chosen designs and requirements, on time, to budget and meeting the latest EU and HSE standards.

Project Management

Our team of Contract Managers offer a wide range of specialist contracting experience. Drawn from the varied backgrounds of design, the construction industry, retail and office facilities management they offer a unique level of knowledge to smoothly run the many types of project undertaken by DOI Contracts.

When assigned to your project they will provide you with a single point of contact, taking you through the estimating, planning, contracts works and furniture fitting stages, calling upon individual specialists at DOI to advise when required.

You need one point of contact
to transform your workplace with leading
professionals and tradesmen, on time and on budget

You need control – We provide control



Interior Design
Modern Workgroup Methods
Space Planning
Planning Consent
Walk-through 3D Visuals
AutoCAD Plans & Proofs

Ceilings
Windows & Doors
Wall finishes
Floor Finishes
Textures & Colours

Atmosphere
Works of Art
Themed Areas
Use of Light

Furniture
Ergonomic Seating
Storage

We help you make **more** of your **space**

Has depression set into your staff? Do they need motivating? Perhaps suffering from 'Tired Office Syndrome'?

Our design team specialise in balancing a stimulating, work conducive atmosphere with careful space planning to maximise your office investment.

Our designers will look at your company ethos and the office workflow to find the most logical practical methods to enhance them using the latest modern environment and equipment.

The colours, textures and styles will be practical but suitable for the work area. We are careful to evaluate all aspects of the environment from the use of natural and electrical light to recycling methods and current trends in the workplace like 'chill-out areas' coffee shops and themed restaurants.

The furniture we specify will be sourced from all the leading brands and with our manufacturing plant in Wales we are able to produce bespoke items on an individual client basis.

We generally interview key personnel, take time to listen to where you see your business in 5 to 10 years, so we can build in practical instant improvements as well as future proofing the design when new technology becomes available.

We leave nothing to chance, with plans, examples & mood boards, artists impressions, colour CAD 3D Visuals or 'fly-throughs' all to ensure our vision for your workplace is understood and realised.

We provide leading designer styling

planned with cost effective use of your expensive office space

using ergonomic modern seating, desking and storage

Make more of your space – We design more



Office Furniture
Cable Managed Ranges
Ergonomic Seating
Reception Seating
Breakout Areas
Screens & Dividers

Freestanding Storage
Wall Storage
Mobile Racking

Boardrooms
Receptions

Toilets
Bathrooms

Bespoke

*Are you sitting **correctly**?*

Too many offices use old outdated, dangerous and even unlawful office furniture and equipment.

Our team will guide you through the maze of choice and regulation to find alternative furniture to balance 'fitness for purpose' and the cost factors, not just for the initial purchase but for the anticipated lifetime of the product.

Our design team usually specify the furniture to be considered and we will source this and alternatives of a similar style in varying qualities and budgets to suit the project.

We draw on the vast experience of our Maintenance division when selecting furniture and equipment, they see the day-to-day wear and tear, mechanical breakdown and practical functionality problems when they visit companies on a daily basis.

We will also give practical examples of the long term investment vs short term budget constraint arguments, so you are fully informed when you choose how to invest.

Our team can visit the workplace with demonstration samples, or arrange showroom visits to view and try everything from seating, desking, storage and archive storage too.

You need a professional company
to plan, build and furnish your office space
using guaranteed products at affordable prices

You need *quality* – without *blowing the budget*



Emergency Planning

Brickwork

Plastering & Rendering

Decoration

Partitioning

Folding Walls

Room Dividers

Screens

Soundproofing

Lighting

Re-lamping

Electrical

Data Cabling

Plumbing

Air conditioning/fans

Dehumidifiers & humidifiers

Antistatic

Suspended Ceilings

Windows

Blinds, Films & Curtains

Raised & Access Flooring

Floor Finishes

Furniture

Ergonomic Seating

Storage

Everyone keeps *putting it off* until *disaster strikes!*

Can you imagine the disruption of a poorly maintained office, or no emergency planning if a major incident occurs?

It's a wise precaution to expect and anticipate the worst, today's office can be disrupted by weather, terrorist attack, accidents, health & safety inspections or simple wear & tear.

Office managers today need to have a full contingency plan and a team of professionals to support them. DOI Maintenance operates a nationwide fully qualified, highly trained workforce. So whether you need a lamp changing, an office rebuilt, your premises have been attacked, or simply a new chair castor, our team are ready to help.

When a problem occurs just call our help desk. They will take a detailed report from your company, then escalate the problem to the duty team who will contact you directly to book a suitable time to visit with the appropriate equipment required to rectify your problem.

The help desk is run 24/7 and staffed by the duty officer, once you have setup a contract with us they will be able to schedule a response based on the type of agreement you have chosen to operate. These are:-

- Priority 1 - 24/7 Emergency service
- Priority 2 - 48 Hour response
- Priority 3 - 7 Day response
- Priority 4 - Next scheduled maintenance visit

Your business needs to stay fully operational

Place all your essential services in the care of

our professionals and ensure minimum downtime

24/7 – We will keep your business working



How could you benefit from **peace of mind**?

You will be able to get on with your own job, forget the worry of trying to interpret the latest rules and regulations, knowing that your company complies.

Your in-house personnel will be generalists, more often a specialist is required.

Our staff will have encountered your problems before. Our knowledge and practical experience enables the implementation of successful planned solutions.

Independent advisors usually have more credibility with the workforce. Employees will be confident that you really are looking after their Health and Safety.

For each site we advise on what the current UK legislation states and how the issues raised should be addressed.

We advise on how to minimise days lost to illness and injury. In an environment of increasing regulatory and legislative burdens, we will manage your compliance with the latest health and safety regulations.

All the directors and management of any company can be held **personally liable** for failure to adequately take precautions to conform to the regulations

You are responsible – We provide the answers

Screen Filters
Foot Rests
Copy & CPU Holders
Wrist Rests & Mouse Mats
Wrist/Arm Supports
Telephone Headsets
Monitor Arms & Stands
Ergonomic Keyboards

Operator & Specialist Chairs
Conference & Visitors Chairs
Control Room & Reception Seating
Ergonomic Seating & Supports
Office Furniture
Height Adjustable Furniture
Screening & Partitioning
Computer Room/ LAN Furniture

Lighting
Cabling Solutions
Partitioning & Soundproofing
Blinds
Air conditioning/Fans
Dehumidifiers & Humidifiers
Antistatic

Safety & Statutory Signage
Fire Extinguishers

Health & Safety Audit
Workstation Assessments
VDU & Display Screen Assessments
Seating Assessment
Asset Tracking
Ongoing Maintenance & Repairs



The DOI Group understands that access to knowledge and people are the keys to success in today's business world. Creating the structures and spaces that are right for your business is a major challenge for decision makers. For over 15 years, it has been our mission to maximise the returns to our clients on their investment in people and processes.

If you are planning a refit, or are perhaps looking to relocate, we can show you new and exciting ideas in space planning and office design; ideas that embrace flexible working and ergonomics in order to boost productivity. This translates to significant bottom line growth in your business.

As your strategic partner, we will painstakingly manage each stage of every project from start to finish and beyond, should you need us to. For your peace of mind, we have an exemplary record of delivering on time and on budget and we will always be looking for ways to deliver even greater value to you.

